

Moreland University Refund and Cancellation Policy – Updated January 1, 2025

C. Refunds and Cancellations

Moreland University is committed to transparency and fairness in refunding tuition to candidates who choose to withdraw from their programs. This policy uses **weeks in the program** as the benchmark for calculating refunds.

General Policy for Cancellation and Withdrawal

1. Cancellation Within 5 Calendar Days:

- Candidates may cancel their enrollment agreement within 5 calendar days of signing their enrollment agreement and receive a full refund of tuition paid.
- If Moreland University cancels the enrollment agreement prior to the start of the first class, a full refund will be issued.

2. Cancellation After 5 Calendar Days:

- Candidates who cancel after 5 calendar days from signing the enrollment agreement but before the first virtual class will receive a refund less the non-refundable registration fee of \$200.

3. Refund Calculation by Program Type:

1. Teacher Preparation Certificate Program and Master's Degree Programs

- Refunds are based on the number of weeks a candidate is in the program; calculated using weeks from first cohort start date relative to the total program weeks, which is 36 weeks for the Certification Program and 52 for the Master's Degree Programs

Formula to Calculate of % of refund a candidate will receive.

Number of weeks the candidate participated until the date of the notification of withdrawal divided by the total number of weeks associated with the program in which the candidate is enrolled.

Weeks in Program Represented as Percentage (%) Bands:

- Up to 10% of time prior to withdrawal = 90% refund
- 10% - 25% of time prior to withdrawal = 75% refund
- 25% - 50% of time prior to withdrawal = 50% refund
- 50%+ or more time prior to withdrawal = No refund issued

Example 1 (Teacher Preparation Certificate Program):

- Candidate withdraws after 6 weeks out of 36 weeks.
- Total weeks in program % = $6/36 = 16.6\%$
- Refund = 75% of tuition paid minus \$200 registration fee.

Example 2 (Master's Program):

- Candidate withdraws after completing 12 weeks out of 52 weeks.
- Total percentage completed = $12/52 = 23\%$

- Refund = 75% of tuition paid minus \$200 registration fee.

2. Professional Development Courses

- Refunds are based on **weeks completed** within the course schedule:
 - **1-week course (1 CEU):**
 - Withdraw during the first week: 70% refund
 - **2-week course (2 CEUs):**
 - Withdraw during the first week: 70% refund
 - Withdraw during the second week: 40% refund
 - **4-week course (4 CEUs):**
 - Withdraw during the first week: 70% refund
 - Withdraw during the second week: 40% refund
 - Withdraw during the third week: 20% refund
 - No refund after completing the third week.

Example (4-Week Course):

- Candidate withdraws after completing Week 2
- Refund = 40% of tuition paid minus \$120 registration fee.

There is no refund after a student has been enrolled for 50% of his or her program. In other words, no refund will be provided if a student has been in the program for 18 weeks of the Certificate Program, 25 weeks of the Master's in Education Degree in Globalization & Education Research, or 26 weeks of the Master's in Education Degree with Teacher Preparation.

Any money due to the candidate under this Refund Policy will be refunded within 30 days of our receiving your cancellation request. **Students who opt to pay tuition over time may owe money after withdrawal**, depending on how much they have paid and the amount due under the refund policy. **The candidate authorizes Moreland University to charge the Candidate's credit card for any tuition that is owed to Moreland University under the terms of the Agreement.**

For additional information on refunds and cancellations including state-specific refund policies, please refer to the Refund and Cancellation Policy section of the Candidate Handbook.